

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS**
Government Services Center, 500 Fir Ave. W.
Commissioners' Room
Tuesday, June 29, 2004
9:30 a.m.

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, June 29, 2004, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners Syd Nelson, Chair; Bob Block, Vice-Chair; Roger Froemming, Dennis Mosher, and Malcolm Lee present.

Approval of Agenda

Motion by Mosher, second by Lee, and unanimously carried to approve the County Board agenda of June 29, 2004, with the following additions:

Commissioner Mosher – NACO Discussion
County Coordinator – Wetland Easement, 2 a.m. Closing Application
& Postage Meter at the New York Mills Office Building

Approval of Minutes

Motion by Froemming, second by Lee, and unanimously carried to approve the County Board minutes of June 22, 2004, as mailed.

Approval to Pay Bills

Motion by Lee, second by Mosher, and unanimously carried to approve payment of the County Board bills per Attachment A of these minutes, which include lodging payments as follows:

Cragun's	Victim Witness Coordinator, Lori Wood
	Assistant County Attorney, Cherie Clark
Superior Shores Resort	Recorder, Wendy Metcalf

Wetland Easement

Motion by Mosher, second by Lee, and unanimously carried to certify the following acquisition of land by the U.S. Fish & Wildlife Service for waterfowl easement purposes:

Becker and Son Farm, LP

T. 131N., R. 39 W., 5th P.M.
Section 13, SE $\frac{1}{4}$ SE $\frac{1}{4}$, N $\frac{1}{2}$ SE $\frac{1}{4}$, E $\frac{1}{2}$ NE $\frac{1}{4}$.

Recorder's Office Financial Policy

Recorder, Wendy Metcalf, requested approval of a policy to allow acceptance of fees that are deficient up to \$3.00 and fees that are in excess of \$15.00. This would prevent documents from being sent back for minimal amounts of money and the cost of reimbursing when too much money is sent. The overages would be deposited in a general revenue fund and reimbursed if the individual requested reimbursement. Lengthy discussion followed and the following resolution was offered.

Otter Tail County Overage and Underage Policy
Otter Tail County Resolution No. 2004 - 35

Commissioner Mosher offered the following and moved its adoption:

WHEREAS, it is in the best interest of Otter Tail County to reduce administrative costs and increase departmental efficiency, and

WHEREAS, costs are increasing to mail refunds of overpayments and return documents not processed because of underpayments.

BE IT RESOLVED, that the Otter Tail County Board of Commissioners hereby authorizes the office of the County Recorder to retain overpayments in amounts not to exceed \$10.50 for services of any kind with revenue from such overpayments to be deposited in the General Revenue Fund in a timely manner.

BE IT FURTHER RESOLVED, that the Otter Tail County Board of Commissioners hereby authorizes the office of the County Recorder to accept, at their discretion, underpayments of any kind with the deficit amount not to exceed \$3.00 and to process the document or transaction regardless of the deficiency.

Commissioner Lee seconded the motion and upon being put to a vote, the above resolution was adopted.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk

Discussion – Shoreland Management Ordinance

Commissioner Mosher introduced discussion regarding the SMO provision that does not allow a camper to be on-site within the shoreland area if there is a home on the same lot. The ordinance prohibits two dwellings on one lot. Discussion took place regarding small cabin owners who may use a camper for extra sleeping space when they have guests which is prohibited; however, there are property owners with very large homes with a lot of space inside the home for guests. The usage of the lake may be increased by the large homes more than the cabin and camper. Lengthy discussion took place. Chairman Nelson requested that the Land & Resource Director compile information on how other counties handle this issue.

Commissioners discussed options to proceed with study of cluster developments. Commissioner Bob Block will chair a Task Force to study development in the County. County Coordinator, Larry Krohn, will assist in the formation of a Task Force and the process to be followed.

Final Payment – Fergus Drywall

Motion by Lee, second by Block, and unanimously carried to authorize Final Payment, payable to Fergus Drywall of Fergus Falls, MN, in the amount of \$29,437.80, for completion of plaster & drywall work at the Government Services Center.

Postage Machine – New York Mills Offices

Motion by Block, second by Mosher, and unanimously carried to approve a new lease agreement with Pitney Bowes, Inc. for an updated digital postage meter machine in the New York Mills offices. Total monthly lease payment is \$336.00.

NACO Membership

Motion by Nelson, second by Mosher, to authorize payment from the County's General Revenue Fund to the National Association of Counties for CY2004 membership. Motion carried with Lee and Froemming opposed.

License Application

Motion by Block, second by Lee, and unanimously carried to authorize the Auditor's signature to execute the following renewal license application:

New Country Manor Motel, Inc. Optional Liquor 2 AM Closing
Wadena, MN 56482

Adjournment

At 10:30 a.m., Chair Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, July 6, 2004.

Dated: _____

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____

Sydney Nelson, County Board Chair

Attest: _____

Larry Krohn, Clerk